



HEADQUARTERS
MISSISSIPPI WING CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
1635 AIRPORT DRIVE
JACKSON MS 39209

19 Feb 05

MEMORANDUM FOR ALL MSWG PERSONNEL

FROM: CP

SUBJECT: Operations Order -- 2005 MSWG Summer Encampment

Reference: CAPR 52-16, *Cadet Program Management*
CAPR 160-1, *The CAP Health Service Program*

1. MISSION. The Mississippi Wing will conduct its annual summer encampment at Columbus AFB, MS from 12-19 Jun 05 (basic cadets) and 11-19 Jun 05 (senior member and cadet staff). Training for cadet staff and senior member line staff will occur on 4,5 Jun 05 at a location to be announced.

2. EXECUTION.

a. APPLICATION PROCESS. Basic cadets must follow the application guidelines in attachment 1. Cadet staff must follow application guidelines in attachment 2. Senior staff attendees must follow application procedures in attachment 3. Please follow application guidelines and timelines very closely. The encampment has a limited number of slots for attendees; early application is strongly encouraged. The activity will cost \$90 for cadets; seniors will pay their own food and billeting costs as necessary. Deadlines are as follows:

(1) Senior Member Staff application deadline is 1 Apr 05. Applications after these deadlines will be considered based on the needs of the encampment.

(2) Cadet Executive Staff (C/CD, C/XO, C/CCF) application deadline is 15 Mar 05. All other Cadet Staff application deadline is 1 Apr 05. Applications after these deadlines will be considered based on the needs of the encampment.

(3) Basic Cadet Application deadline is 1 May 05. Priority will be given to first time, MS WG attendees, followed by other MSWG attendees, and lastly by those cadets from other wings to fill the 45 available slots. Cadet MUST have completed the Curry Achievement before 1 June 05 and must be 13 years of age by 1 May 05; cadets not completing these requirements will not be permitted to inprocess the encampment.

b. STAFF SELECTION. Final approval of all staff appointments lies with the encampment commander.

(1) CADET STAFF. Cadet staff (line and support) will be selected by the commandant of cadets working with the cadet commander. Cadets selected for executive staff positions (deputy

commander, executive officer and first sergeant) will be announced on 21 Mar 05. Other cadet staff selections will be announced on 11 Apr 05.

(2) SENIOR MEMBER STAFF. Encampment executive staff (deputy commander, commandant of cadets and executive officer) will be selected by the encampment commander. Encampment tactical officers will be selected by the commandant of cadets. Senior member support staff will be selected by the executive officer. Senior staff selections will be announced 11 Apr 05.

c. STAFF TRAINING. All personnel will be required to complete "Required Staff Training" (RST) and "How to Avoid the Hazing Trap" training at either the Cadet Staff Training Weekend or the Common Training Day.

(1) ENCAMPMENT PREPARATION TRAINING. The Cadet Staff Training Weekend, for senior member executive and line staff (tactical officers) and all cadet staff members, will be held on 4,5 Jun 05 at a location to be announced. Both days of training are required for attendance at the encampment on the staff. This training will be focused on preparing the cadets staff to carry out the cadet training requirements.

(2) COMMON TRAINING DAY. All staff (cadet and senior member) will be required to attend the Common Training Day held on 11 Jun. This will ensure all personnel have completed all pre-encampment training and allow adequate preparation for receipt of the basic cadets. Those personnel who previously completed this training will be involved in preparing the facility for the encampment and preparing for inprocessing.

d. ARRIVAL.

(1) STAFF. All staff members must arrive at Columbus AFB no later than 0900L on 11 June. Arrival before 11 June is not authorized without prior approval and coordination with the encampment executive officer. Cadet staff members will arrive in battle dress uniform (BDUs) and senior staff will wear BDUs, the CAP Field Uniform, or the authorized CAP knit shirt and grey slacks combination. Personnel not in uniform will not be allowed to inprocess the encampment.

(2) BASIC CADETS. Basic cadets will arrive no earlier than 0900L and no later than 1200L on 12 June to inprocess (note: lunch will not be served for basic cadets on this day). Upon beginning inprocessing, basic cadets are considered to have entered the encampment training environment. Parents are invited to stay to attend the encampment Opening Ceremony to be held at approximately 1330 that day. Basic cadets will report in BDUs. Personnel not in uniform will not be allowed to inprocess the encampment.

e. ENCAMPMENT ACTIVITIES. Activity development and program scheduling will occur in accordance with CAPR 52-16, "Cadet Program Management." Encampment planning and programming is the responsibility of the encampment deputy commander and these may change at any time based on the needs of the activity. The encampment schedule is attachment 4 of this document, but is a restricted document available only to encampment staff. Implementation of the cadet training curriculum is the responsibility of the commandant of cadets. Responsibility for specific functions during the encampment (such as graduation or social functions) may be delegated by the deputy commander working in coordination with the commandant of cadets and the executive officer.

f. **DEPARTURE.** Encampment graduation will occur on/about 1100L on 19 Jun 05 followed by a cadet pass in review. Specific details will be provided for parents at the time of basic cadet inprocessing. Cadets will not be allowed to depart the encampment earlier than 1230L on 19 Jun 05 without the written permission of the encampment commander. Early departure may negatively impact the ability of the cadet to receive credit for graduating the encampment.

h. **ENCAMPMENT CREDIT.** Cadets must have completed encampment training requirements and have performed in a satisfactory manner, as determined by the encampment commander, to receive credit for the encampment.

3. LOGISTICS.

a. **TRANSPORTATION.** Transportation to and from encampment is the responsibility of the individual member. Units are encouraged to pool their resources to simplify transportation (note: staff and cadets have a separate reporting date). Transportation on site will be coordinated by the encampment logistics officer.

b. COMMUNICATION.

(1) **OFFICIAL COMMUNICATIONS.** The encampment communications officer will develop a comprehensive communications plan for HF/VHF (to include required assets, call signs, net protocols, etc.), official mail on site, telephones and internet access as attachment 5 of this document.

(2) **EMERGENCY CONTACT INFORMATION.** Encampment emergency contact information will be posted during the inprocessing of the cadets and on the MSWG website and made available to parents and unit commanders.

(3) **CADET TELEPHONE COMMUNICATION.** Telephones will not be available to the cadets for routine use during the encampment. Telephone calls involving cadets will require prior approval by the commandant of cadets.

c. **BILLETING.** All cadets will be housed at the SAC Facility for the duration of the encampment. Senior member executive and line staff will be housed at the SAC Facility at no cost. Senior member support staff may choose to request Columbus AFB or other billeting arrangements at their own cost. Room assignments will be coordinated between the commandant of cadets and the executive officer and approved by the encampment commander and published in attachment 6 of this order.

d. **MESSING.** Encampment personnel will mess at the Columbus AFB Dining Facility. Dining Hall procedures will be coordinated by the cadet standardization and evaluation officer in coordination with the commandant of cadets and the reserve assistance staff.

e. **MEDICAL.** All personnel will be required to complete the encampment medical form informing the encampment of any medical conditions or ongoing therapy that an attendee is receiving (to include non-prescription drugs). The encampment medical staff will maintain all drugs taken by cadets and may provide emergent care in accordance with CAP regulations until other care (military or civilian) is available.

f. **MAIL.** Mail service will not be available for cadets during the encampment. Encampment related mail should be delivered to

MSWG Summer Encampment
305 Fechet Dr
Biloxi MS 39531

4. Questions concerning this Operations Order should be directed to Major Griffith at 800-884-2952 or by email at spaatz1228@hotmail.com.

A handwritten signature in black ink, appearing to read 'Richard L. Griffith', is positioned above the printed name.

RICHARD L. GRIFFITH, Maj, CAP
Commander, 2005 MSWG Summer Encampment

cc: SER/CP

7 Attachments:

1. Basic Cadet Application Package
2. Cadet Staff Application Package
3. Senior Staff Application Package
4. Encampment Training Schedule (released to Encampment Staff only)
5. Encampment Communications Plan (under development)
6. Encampment Billeting Plan (under development)
7. Encampment Chain of Command